



United States Department of State
Bureau of Population, Refugees, and Migration (PRM)

How NGOs can Work with PRM in Overseas Assistance



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PRM: Mission

To provide protection, ease suffering, and resolve the plight of persecuted and uprooted people around the world on behalf of the American people by:

- providing life-sustaining assistance;
- building global partnerships;
- promoting best practices in humanitarian response; and
- ensuring that humanitarian principles are thoroughly integrated into U.S. foreign and national security policy.



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PRM Overseas Assistance Funding by Region - FY 2017

Near East – 46.7%

Africa – 31.4%

Protection Priorities – 4.7%

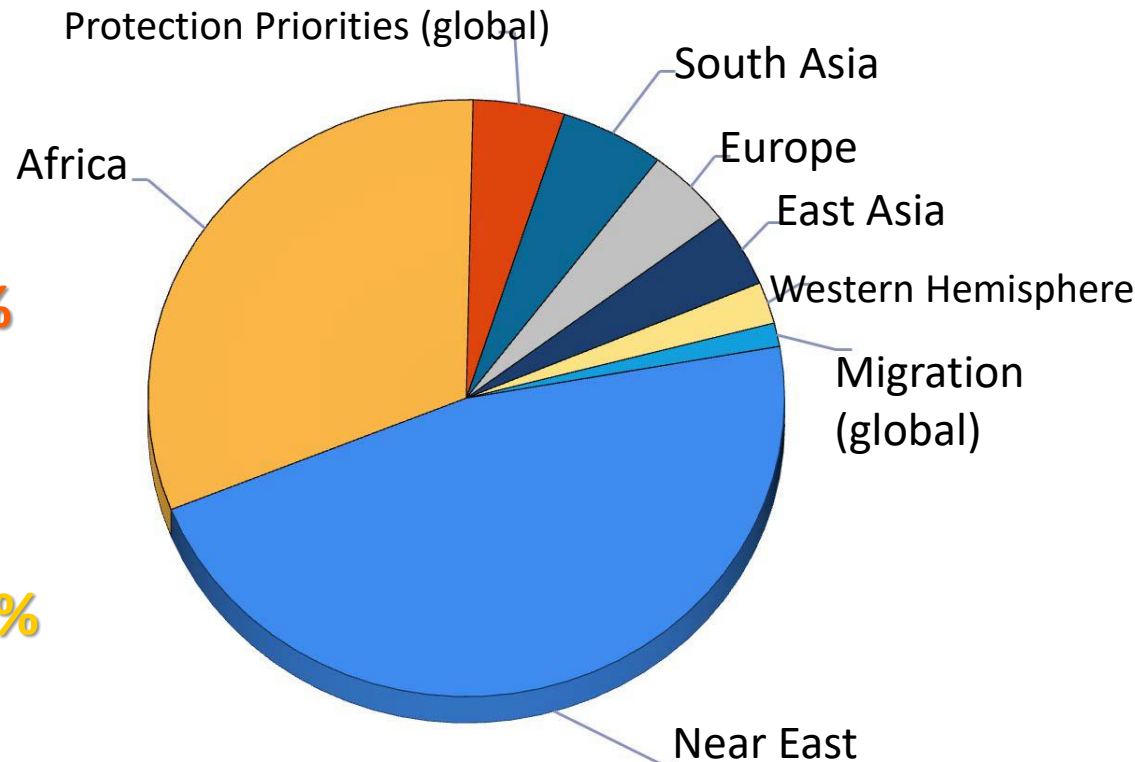
South Asia – 5.3%

Europe – 4.4%

East Asia – 4.0%

Western Hemisphere – 2.3%

Migration – 1.3%



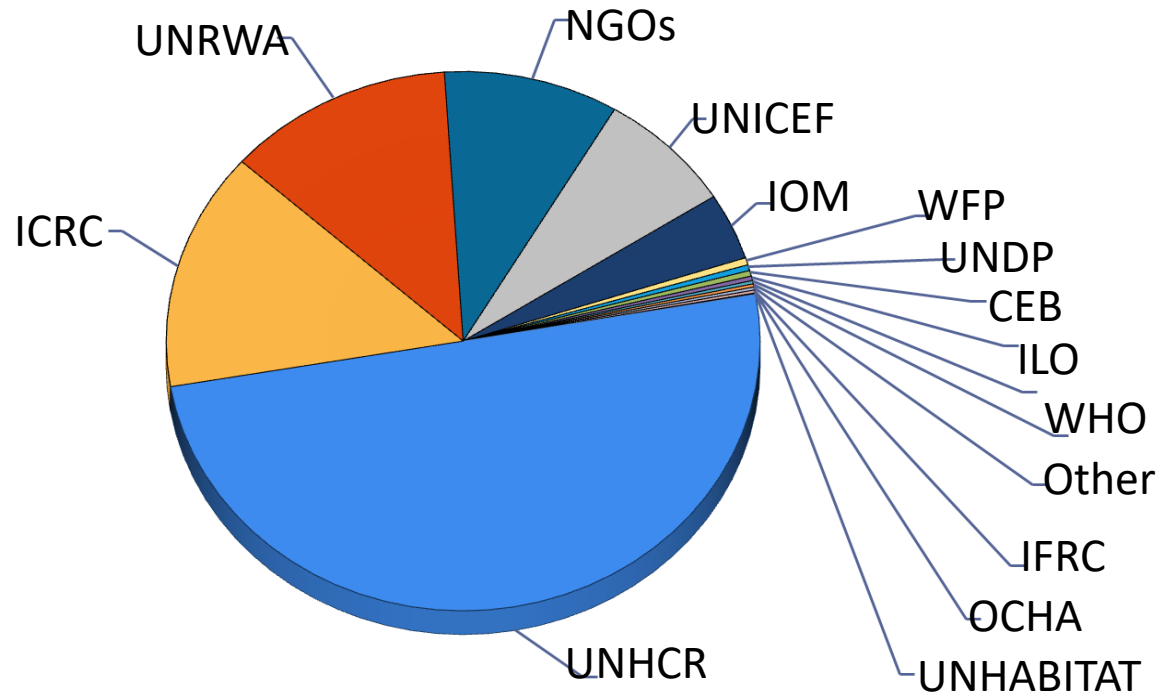
Total PRM Overseas Assistance in FY 2017 - \$2.9 billion



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PRM Overseas Assistance Funding by Organization – FY 2017

UNHCR – 50.1%
ICRC – 14.3%
UNRWA – 12.4%
Other IOs – 13.5%
NGOs – 9.5%
Other – 0.2%



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Partnering with PRM: What We Fund

- **Protection (including gender-based violence and child protection)**
- **Health**
- **Water, sanitation, and hygiene (WASH)**
- **Mental Health and Psychosocial Programs**
- **Education**
- **Livelihoods**
- **Shelter**



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Partnering with PRM: NGO Funding Priorities

- **Most vulnerable:** Women, children, the elderly, persons with disabilities, and others vulnerable populations.
- **Target beneficiary population:** At least 50% refugees (in most cases).
- **Fill gaps:** Work with NGOs to fill in gaps in the international response.
- **Coordination:** Close coordination with USAID/Office of Foreign Disaster Assistance, USAID/Food for Peace, USAID and State regional offices, and others.



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Partnering with PRM: How We Fund

1. Please pull out your phones.
2. Pull up your internet browser.
3. A. Google: **PRM NGO Guidelines**
 OR
 B. Type in: www.state.gov/j/prm/funding/c78352.htm



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To Begin Applying for PRM Funding

- Start registration process **BEFORE** you see an announcement;
- Sign up for both [Grants.gov](https://www.grants.gov) and [PRM's email listserv](#) to learn of new opportunities;
- Carefully review instructions in each call for proposals;
- Submit through Grants.gov unless instructed otherwise (not SAMS domestic);
- Submission deadlines are **very firm – absolute in fact.**





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To Begin Applying for PRM Funding

Preparing to apply for PRM funding is a multi-step process that **can take four weeks or more** for U.S. NGOs and considerably longer for non-U.S. NGOs.





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Overview of the Application and Registration Process

Step1: Obtain a Data Universal Numbering System (DUNS) number for their organization.

Step 2: Register with the U.S. government-wide System for Award Management (www.SAM.gov).

Step 3: Create a username and password on Grants.gov and complete their AOR (Authorized Organization Representative) profile.

Step 4: Confirm, through the E-Business Point of Contact (E-Biz POC) at the organization, the applicant as an Authorized Organization Representative.



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STEP 1: Obtain DUNS Number

- Apply online at [Dun & Bradstreet](#) (free of charge);
- Leave Tax Identification Number (TIN) blank if don't have one;
- Can take one to five business days (or longer) for non-U.S. organizations.



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STEP 2: Register with the System for Award Management (SAM)

- Go to www.SAM.gov to register online; follow the quick guide for international organizations;
- You will need your DUNS number. Remember, name and address information must match;
- Register your “E-Business” (E-BIZ) and “Government” points of contact and alternates, make note of their “MPIN” codes;
- Wait for confirmation of completed registration;
- First SAM registration can take up to two weeks or longer to complete all steps;
- Need to update SAM registration every year and make sure points of contact with correct email addresses are always up-to-date in the SAM system.



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STEP 3: Each AOR Registers on [Grants.gov](https://www.grants.gov)

- Each person in your organization who will submit applications to PRM (known as “authorized organization representatives” or AORs) will need their own Grants.gov account with a username and password;
- This registration can be done online on the Grants.gov website.



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Grants.gov Submission: User Tips

- All PRM proposals are due at 12:00 pm, Washington DC time;
- Using the Grants.gov system can be tricky (time-outs, file naming conventions, etc.);
- Always wait for submission confirmation screen;
- You will receive “submission validation” email (or “rejection with errors”); this can take up to two days;
- If problems, contact Grants.gov tech support & get a ticket number;
- Even if Grants.gov “accepts” your application late, PRM will not. **PRM submission deadlines are very firm.**



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STEP 4: AOR Authorization

- Once an AOR registers, the E-BIZ point of contact identified in SAM.gov will receive an email to validate the AOR's status in the Grants.gov system;
- Without this validation, all applications submitted to Grants.gov from the AOR will be automatically rejected.



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STEP 5: Track Status of Registrations

- If an E-BIZ POC leaves and their email address is not updated, this can result in failure to properly authorize AORs and rejection of applications from Grants.gov's system;
- Don't forget to track your registration status regularly.



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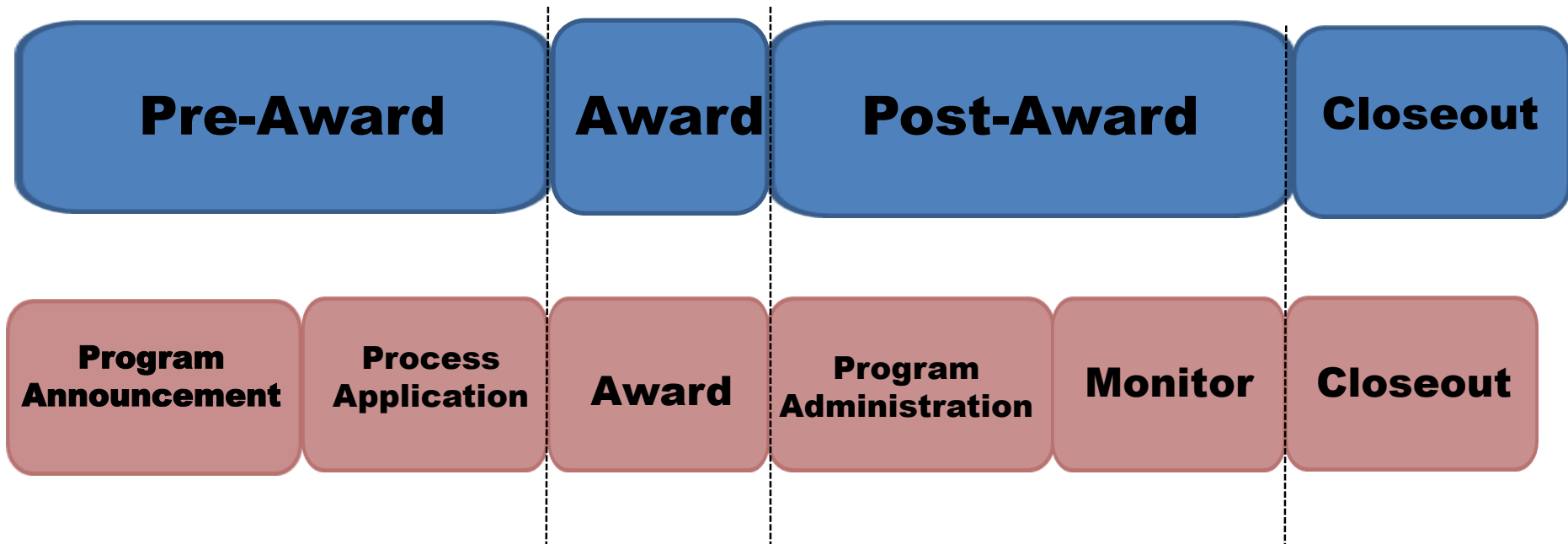
Applying for PRM Funding: Common Pitfalls

- Failure to maintain active SAM registration each year;
- Outdated E-BIZ POC information in SAM.gov;
- Submission not by an authorized representative (AOR);
- Submission not through appropriate website (Grants.gov);
- Submission missing key documents (proposal narrative, budget & budget narrative, SF-424);
- Addresses on different registrations do not match;
- **Not starting process early enough.**



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Expectations of PRM Partners: Grant Life Cycle





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Applying for PRM Funding: Need Help?

- [PRM NGO Guidelines](#), [Applicant Resources](#) & NGO Coordinator (PRMNGOCoordinator@state.gov)
- [SAM.gov applicant resources](#) & [technical support](#)
- [Grants.gov applicant resources](#) & [technical support](#)



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Thank you!

For more information: [PRM NGO Guidelines](#)

Questions: PRMNGOCoordinator@state.gov